



Williamson County Emergency Service District No.4 Benefits & Application Process

Job Title: Fire Marshal

Posted Date: 01/10/2018

FLSA Category: Exempt

Close Date: 02/16/2018

SUMMARY: Full Time position with Williamson County Emergency Services District No.4/Liberty Hill Fire. A person in this position will perform technical and investigative work assignments to ensure compliance with fire codes, state and federal laws, ordinances and related regulations that result in excellent service with a High-Performing Organization.

APPLICATION PROCESS: Applications may be obtained from Williamson County ESD No.4/Liberty Hill Fire Administrative offices located at 301 Loop 332, Liberty Hill, Texas 78642 or from adminwcesd4@libertyhillfire.org or visit our website at www.libertyhillfire.org for information. Completed applications should be submitted with resume. Completed documentation for consideration for employment shall be emailed to fire administration or hand delivered and accepted until February 16, 2018 at 5:00 pm. Mailed applications must be postmarked by Friday February 16, 2018. For additional information, contact Williamson County Emergency Services District No.4 at 512-515-5165.

SALARY: Starting salary \$70,000.00 annually

RETIREMENT: WCESD No.4 participates in the Texas County and District Retirement System (TCDRS) which currently requires the employee to contribute 7% into the retirement while WCESD No.4 will contribute a 2 to1 match. TCERS recognizes years of service with its sister companies, Texas Municipal Retirement System (TMRS) and Teachers Retirement System (TRS). Participation in the Retirement System is Mandatory.

VACATION: Vacation will be earned by all 8-5 employees according to the following schedule:

<u>Years of Service</u>	<u>Regular Full Time</u>
0-4 Years	12 days per year/96 hours
5-9 Years	15 days per year/120 hours
10-14 Years	18 days per year/144 hours
15 Plus Years	21 days per year/168 hours

HOLIDAYS: To provide a competitive paid-time-off benefit WCESD No.4 adjusts their Holidays annually and reflect closely with the schedule Williamson County Commissioners Court adopts. Currently we recognize twelve (12) holidays and one (1) personal holiday.

SICK LEAVE: ESD employees receive three hours of sick leave per pay period. No sick leave is paid upon separation.

INSURANCE: Currently Full Time employees are provided Medical, Dental and Vision Insurance by WCESD No.4. New Employees have a 90 day waiting period to be eligible for insurance. Spouse and family plans available at cost to employee.

CELL PHONE: This position receives a \$70.00 per month cell phone reimbursement.

VEHICLE: This position will have access to a staff vehicle and will be assigned a vehicle in the future.

UNIFORMS AND PROTECTIVE CLOTHING: Class B uniforms will be provided along with access to needed PPE. Position is eligible for ESD Boot Program.

LICENSES, EDUCATIONAL OPPORTUNITIES AND CERTIFICATIONS: WCESD No.4 will reimburse or provide and maintain required licenses and certifications.

*** These benefits are subject to change upon adoption of changes by WCESD No.4 Board of Commissioners***



Williamson County Emergency Service District No.4

JOB DESCRIPTION

Job Title: **Fire Marshal**

Effective Date: 5/14/2014

FLSA Category: Exempt

Revision Date: 01/10/2018

SUMMARY: Full Time position with Williamson County Emergency Services District No.4/Liberty Hill Fire. A person in this position will perform technical and investigative work assignments to ensure compliance with fire codes, state and federal laws, ordinances and related regulations that result in excellent service with a High-Performing Organization.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Reviews construction plans for all new, existing, remodels, repairs, and alterations to all commercial, industrial, and multifamily projects for compliance with applicable codes, standards and ordinances and creates written reports as to acceptance and/or deficiencies.
- Reviews building and site development plans and specification for all public new and existing commercial, industrial, and multifamily projects for compliance with applicable fire codes, standards and ordinances.
- Attends development pre application meetings.
- Attends meetings to provide fire code interpretation and technical guidance to developers, planners, architects, engineers, contractors, government officials, citizens and other private industry personnel.
- Responds to requests for information from customers via e-mail, telephone or face-to-face conversations.
- Inspects all permitted commercial, industrial and multifamily projects for compliance with fire and development code requirements and approved construction documents.
- Conducts site inspections for approval of and issuing of certificates of occupancy.
- Interprets fire code, reviews building plans for life, safety, fire alarm and sprinkler systems compliance.
- Keeps records and documentation on all inspections and fire code violations and coordinates with Fire Administration and City Governments for the completion of required processes.
- Witness's acceptance test for fire sprinkler systems, fire alarm systems, kitchen hood systems and other assorted fire protection devices.
- Assist with fire suppression duties and Emergency Management as directed. Conduct fire prevention, community outreach and community risk reduction programs. Respond to citizens complaints of fire code violations through research, inspection, documentation and follow up.
- Investigates incidents of fire for cause and origin and assists with determination, documentation and prosecution in acts of arson.
- Responsible for conducting Internal Affairs Investigations for WCESD No.4.
- Organizational and program management of Fire Prevention, Public Education and Intervention Programs.
- Develops, coordinates and conducts training classes associated with fire prevention and the fire marshal's office.
- Develops policies and procedures for fire and explosion investigations, inspections and hazardous materials in compliance with applicable local, state and federal regulations and standards.
- Readily complies with departmental policies and procedures and develops policies and procedures as needed for the safe operations and enhancement of the Fire Marshals office.

MINIMUM QUALIFICATIONS:

Education, Training, Licenses, Certifications and Experience Guidelines

Required: High School Diploma or GED Certifications, Basic Fire Fighter Certification, Basic Fire Investigator Certification, Basic Fire Inspector Certification, EMT-B, Fire Officer 1, Instructor 1, and Valid Texas Drivers License. Four years of full-time experience in plans review, fire code inspection, or firefighting operations or related work experience, **OR** Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. TCFP Driver Operator certification and Class B Exempt driver's license must be obtained within 18 months of employment.

Preferred: Associate's degree in Fire Science, Construction Science or related field, TCOLE Basic Certification, Basic Arson Investigator, Advanced Fire Investigator, Fire Officer 2, Instructor 2 and TCFP Safety Officer Certification. Fire Code Inspection Certification by a recognized Code Congress or Council, preferably (ICC).

Knowledge of:

- District, municipal and state fire code enforcement practices and procedures.
- Applicable ordinances, laws, and regulations affecting all methods, equipment, and materials used in construction.
- National Fire Protection 101 Life Safety Code
- Fire safety standards, building materials and methods of constructions.
- International Code Council Fire Code and Building Code.

Skill in:

- Interpreting plans and specifications to detect deviations in applicable fire and life safety codes.
- Evaluating compliance status of a facility with regard to fire codes.
- Providing technical fire code enforcement and fire code plan review and inspection assistance.
- Recognizing substandard, faulty or hazardous building conditions and materials.
- Recommending alternative design approaches to meet building fire code compliance.
- Resolving customer complaints and concerns...
- Making field interpretation of fire codes, of arson scene, fire sprinklers, alarm systems, standard fire code; Safety codes and all NFPA standards.
- Reading blue prints and architectural drawings; reading Fire Code, NFPA documents, Standard Fire Code, etc.
- Calculating fire flows, exit capacity, and occupant load of building.
- Interpreting codes in a field situation and formulating comprehensible report.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Standing, sitting, walking, lifting, carrying, pushing, pulling, reaching, climbing, kneeling, handling, fine dexterity, crouching, bending, vision, hearing, talking, use of foot controls.

Exposure to weather extremes may be exposed to hazardous conditions at construction sites, and byproducts of fire.

IRREGULAR HOURS

- Essential Personnel for Emergency Situations, hours are dependent on system needs.
- Evening and weekend hours as needed for emergency response including fire investigations and technical response.

EMPLOYMENT TESTING

- Employment is contingent on passing post offer, pre-employment drug testing and comprehensive criminal background investigations.

ORGANIZATIONAL RELATIONSHIPS

- Reports directly to the Fire Chief
- Supervises: NA